

# Melbourne Symphony Orchestra

## POSITION DESCRIPTION

<b>Job Title</b>	Associate Producer – MSO Presents	<b>Date</b>	June 2022
<b>Department</b>	Artistic Operations	<b>Reports to:</b>	Executive Producer Commercial Programming
<b>Location</b>	ABC Southbank Centre, or remotely	<b>Role Status:</b>	Permanent contract, 1 FTE

### 1. POSITION PURPOSE

The Associate Producer will take direction from the Executive Producer and support the commercial programming function. This role will also work closely with the Artistic Planning and Orchestral Operations teams. This role will work to support the Executive Producer in the delivery of strategic, commercial, and artistic advice, contract negotiation and administration, production direction and stakeholder engagement.

### 2. MSO VALUES AND BEHAVIOURS

<b>Excellence</b>	We will deliver the highest standards of performance at all times, artistically and organizationally.
<b>Leadership</b>	We will demonstrate the highest levels of professionalism and be passionate advocates for our company, our artists, and the art form.
<b>Innovation</b>	We are creative and seek new ways to engage our stakeholders.
<b>Collaboration</b>	We are one orchestra and work cohesively with our partners and our people to achieve our goals.
<b>Respect</b>	We respect all those with whom we interact. We are ethical, honest, and transparent.
<b>Integrity</b>	We will be open and honest, reliable, and respectful, and ethical at all times.
<b>Accountability</b>	We are responsible and accountable in our pursuit of sustainability.
<b>Diversity</b>	We reflect the diversity of our stakeholders to remain relevant, vibrant and inclusive and engage all aspects of the Victorian community we represent.

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3. DIMENSIONS AND WORKING RELATIONSHIPS	
<b>Reports to</b>	Executive Producer Commercial Programming
<b>Supervisor of</b>	No direct reports
<b>Budget</b>	This role is not responsible for managing a budget
<b>Direct Working Relationships</b>	<ul style="list-style-type: none"> <li>• Artistic Operations Team</li> <li>• Finance Team</li> <li>• Marketing Team</li> <li>• External contractors, producers, venues, and artists</li> <li>• MSO orchestral musicians</li> </ul>
4. MAJOR RESPONSIBILITY AREAS	
The Associate Producer – Commercial Programming will assist in the delivery of commercial projects of outstanding quality and commercial success.	
5. KEY RESULT AREA	MAJOR ACTIVITIES
<b>Project conception</b>	<ul style="list-style-type: none"> <li>• Assist with the development of artistic and operational business cases for projects with artistic and commercial potential.</li> <li>• Support and assist the Executive Producer to work with the Orchestral Operations Team to provide advice and leadership of production requirements for projects.</li> </ul>
<b>Project delivery</b>	<ul style="list-style-type: none"> <li>• Be the point of contact for Orchestral Operations team for productions as required</li> <li>• Assist in the creation and management of the stage presentation (i.e., costumes, stage design, lighting) for the production as required</li> <li>• Ensure that budget expenditure is met within the approved budget.</li> </ul>
<b>Project Administration</b>	<ul style="list-style-type: none"> <li>• Work with Artistic team on creation of contracts with third parties</li> <li>• Liaising with artist's agents or management as required</li> <li>• Processing of all invoices as required</li> <li>• Ensure up-to-date information is effectively communicated across all relevant stakeholders in a timely manner</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Work with management and team members to ensure that all occupational health and safety risks are minimised through awareness, compliance with policy and procedure, and application of safe working practices.</li> </ul>
<b>Team member</b>	<ul style="list-style-type: none"> <li>• Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise.</li> <li>• Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of MSO.</li> </ul>

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Other	<ul style="list-style-type: none"> <li>• In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role.</li> <li>• This role may require some work outside of regular hours.</li> <li>• Understanding of, and commitment to, EEO and privacy principles</li> <li>• An offer of employment to this role may be subject to a satisfactory criminal record check. This may require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last ten (10) years.</li> <li>• Continued employment may be subject to additional security checks from time-to-time</li> </ul>
<b>6. DECISION MAKING AUTHORITY</b>	
<p>This role works under the direction of the Executive Producer and will undertake a range of tasks requiring the use of acquired skills and knowledge in a specialised field. This role will perform tasks consistent with defined procedures and standards set by MSO, with scope to work outside these parameters and make decisions with consultation and approval from the Executive Producer and relevant stakeholders.</p>	
<b>7. PHYSICAL DIMENSIONS</b>	
<ul style="list-style-type: none"> <li>• This role requires the ability to:</li> <li>• Sit or stand for long periods, as well as regular bending, crouching, and reaching.</li> <li>• Use an appropriate lifting technique to manually handle office files and items.</li> <li>• Operate a computer accommodating reasonable adjustments.</li> <li>• React to a display (computer screen) throughout the workday.</li> <li>• Use a telephone within reasonable adjustments (including use of headset).</li> </ul>	
<b>8. ESSENTIAL CRITERIA</b>	
<ul style="list-style-type: none"> <li>• At least 3 years' experience in a Producing or Production Administration role in the arts and entertainment industry.</li> <li>• Experience of producing in line with brand standards and house style guidelines.</li> <li>• Excellent project coordination and organisational skills.</li> <li>• Excellent attention to detail.</li> <li>• Well-developed written and verbal communication skills.</li> <li>• Demonstrated ability to work to deadlines.</li> <li>• Demonstrated ability to manage competing priorities.</li> <li>• Demonstrated ability to operate under pressure; and</li> <li>• Demonstrated ability to work autonomously and under direction as required.</li> </ul>	

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9. DESIRABLE CRITERIA	
<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications</li> <li>• Knowledge of and/or a passion for, orchestral music</li> </ul>	
10. PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> <li>• Initiative and drive to self-motivate.</li> <li>• Personable, with a strong capability for creating and maintaining stakeholder relationships</li> <li>• A consultative approach to working with people.</li> <li>• Emotional resiliency under pressure</li> </ul>	
11. POSITION DESCRIPTION MAINTENANCE	
Date of last review:	June 2022
Conducted By:	Executive Producer – MSO Presents
Date for next review:	As required